

To: Accounting Department Chiefs of CA state agencies and departments:

The attached memo provides an introduction of the accounts receivable reporting requirements pursuant to Government Code section 16583.2 for the 2009-10 fiscal year.

If you are not the correct contact person, please return the email with a new contact name.

Purpose

In an effort to provide more useful information to the Legislature regarding statewide accounts receivable collection practices and processes, the State Controller's Office is required by Government Code section 16583.2 to specify annual reporting requirements as described in the attached memo to the Department's Chief of Accounting.

Instructions

The attached memo provides information to meet the accounts receivable requirements and provides a link to the detailed instructions and reporting forms posted on the SCO website. You will need to save the forms per your department's procedures for the completion of the AR Report.

The Deadline for all Accounts Receivable Worksheets is October 4, 2010.

Contacts

If you have any questions, please contact either:

Adel Hicks (ahicks@sco.ca.gov; 916-322-7440) or

Glenda Copeland (gcopeland@sco.ca.gov; 916-322-4612).

Thank you,

Lina Chan, Manager
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